MassHR
Delivering HR Services That Matter

Self-Service Time and Attendance (SSTA)

Reported Timesheet: Reporting Leave

Important Reminders:

- Regular time is defined as hours worked.
- Follow your Agency's practice for reporting leave (i.e., pre-approval, etc). If you have questions regarding your Agency's leave usage practices, please contact your Agency human resources/payroll office.
- Each row of time reporting information is tied to a unique time reporting code.
- You can report time up to 42 days in advance by clicking on the **NEXT WEEK** link located above your timesheet and reporting leave in the appropriate time period.
- You can adjust time up to 15 days in the past by clicking the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate time period. This is referred to as a **PRIOR PAY PERIOD ADJUSTMENT.**
- The deadline for time reporting is each Thursday at 5:00PM.
- Remember to review your leave in the **BALANCES** table to ensure you have enough leave to cover your time away from work.

Reporting Leave for the Week

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	Your timesheet will be displayed, pre-populated with your regular work schedule.

Step	Action
5.	Next, in the **TRC** column, click on the magnifying glass icon in the row for each day you wish to take leave. This will display the **LOOK UP TRC** table. Scroll through the table and click on the time reporting code you wish to use. Repeat this step for each day you are using leave. **An Important Reminder:** Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
6.	If your timesheet is accurate, click on the **SUBMIT** button.
7.	The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
8.	Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
9.	Review the **REPORTED HOURS SUMMARY** table for accuracy.
10.	Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews and approves the time you submitted, the status will change to **APPROVED**.
11.	Review the **BALANCES** table. Notice that your **COMP TIME, PERSONAL, SICK**, or **VACATION** balance has been reduced by the amount of leave reported in your timesheet.
12.	Click on the **SIGN OUT** link to log out of SSTA.

Reporting Leave for an Entire Day

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	Your timesheet will be displayed, pre-populated with your regular work schedule.
5.	Click on the **ADD A ROW (+)** icon on your timesheet. As a reminder, each unique TRC requires a row.
6.	Locate the day you want to take leave. Remove your work hours and enter your leave hours into the new row. **An Important Reminder:** Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
7.	In **TRC** column, in the new row, click on the magnifying glass icon to display the **LOOK UP TRC** table. Scroll through the table and click on the time reporting code you wish to use.
8.	If your timesheet is accurate, click on the **SUBMIT** button.
9.	The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.

Step	Action
10.	Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
11.	Review the **REPORTED HOURS SUMMARY** table for accuracy.
12.	Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews and approves the time you submitted, the status will change to **APPROVED**.
13.	Review the **BALANCES** table. Notice that your **COMP TIME**, **PERSONAL**, **SICK**, or **VACATION** balance has been reduced by the amount of leave reported in your timesheet.
14.	Click on the **SIGN OUT** link to log out of SSTA.

Reporting Leave with Regular Time

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	Your timesheet will be displayed, pre-populated with your regular work schedule.

Step	Action
5.	Click on the **ADD A ROW (+)** icon on your timesheet. As a reminder, each unique TRC requires a row. **An Important Reminder:** Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
6.	Locate the day you want to take leave. Edit your work hours to reflect hours worked and enter your leave hours into the new row.
7.	In **TRC** column, in the new row, click on the magnifying glass icon to display the **LOOK UP TRC** table. Scroll through the table and click on the time reporting code you wish to use.
8.	If your timesheet is accurate, click on the **SUBMIT** button.
9.	The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
10.	Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
11.	Review the **REPORTED HOURS SUMMARY** table for accuracy.
12.	Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews and approves the time you submitted, the status will change to **APPROVED**.
13.	Review the **BALANCES** table. Notice that your **COMP TIME**, **PERSONAL**, **SICK**, or **VACATION** balance has been reduced by the amount of leave reported in your timesheet.

Step	Action
14.	Click on the **SIGN OUT** link to log out of SSTA.

Reporting Multiple Leave Types

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	Your timesheet will be displayed, pre-populated with your regular work schedule.
5.	Click on the **ADD A ROW (+)** icon on your timesheet. As a reminder, each unique TRC requires a row. Add a row for each individual leave type you wish to use. Example, if you want to use both personal and vacation leave, you will need to add two rows. **<u>An Important Reminder:</u>** Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
6.	Locate the day you want to take leave. Edit or remove your regular hours and enter leave hours into the new rows. Remember, each TRC requires a unique row.
7.	In **TRC** column, in the new rows, click on the magnifying glass icon to display the **LOOK UP TRC** table. Scroll through the table and click on the time reporting code you wish to use.
8.	If your timesheet is accurate, click on the **SUBMIT** button.

Step	Action
9.	The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
10.	Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
11.	Review the **REPORTED HOURS SUMMARY** table for accuracy.
12.	Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews and approves the time you submitted, the status will change to **APPROVED**.
13.	Review the **BALANCES** table. Notice that your **COMP TIME**, **PERSONAL**, **SICK**, or **VACATION** balance has been reduced by the amount of leave reported in your timesheet.
14.	Click on the **SIGN OUT** link to log out of SSTA.